



## **Miami-Dade County**

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# Bidder/Supplier Set Up Forgotten Password Security Question For the First Time

**Version 1.0**

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## PURPOSE

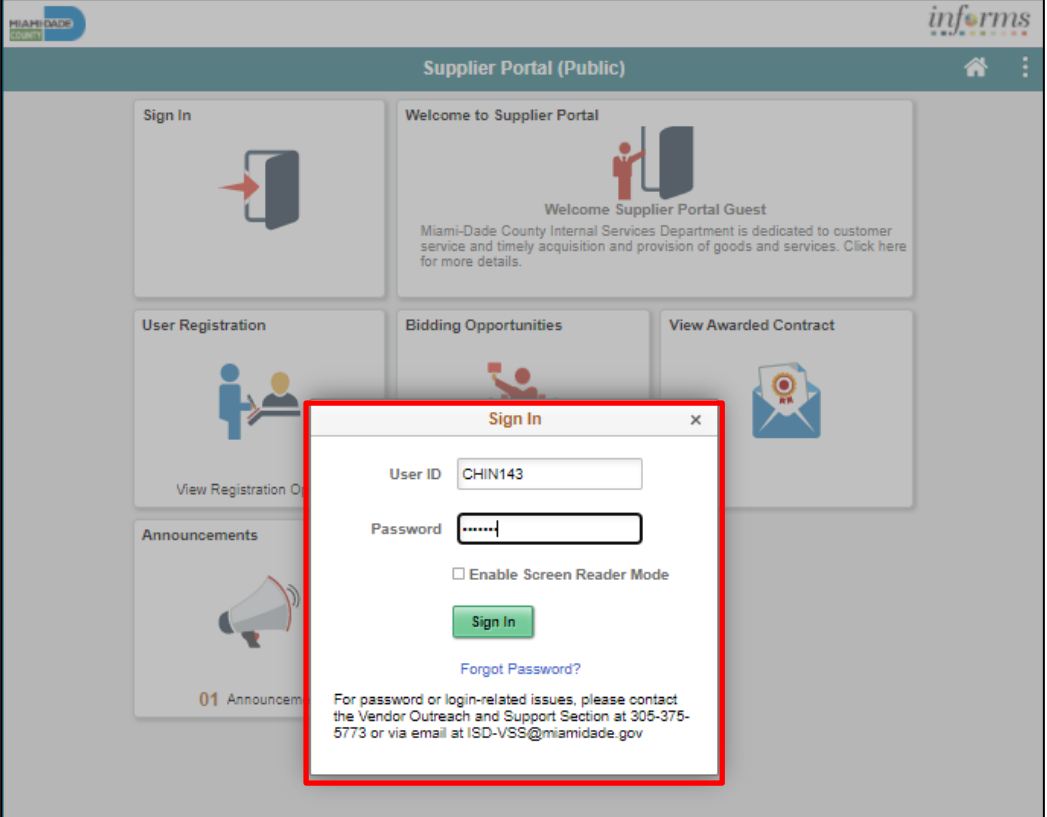
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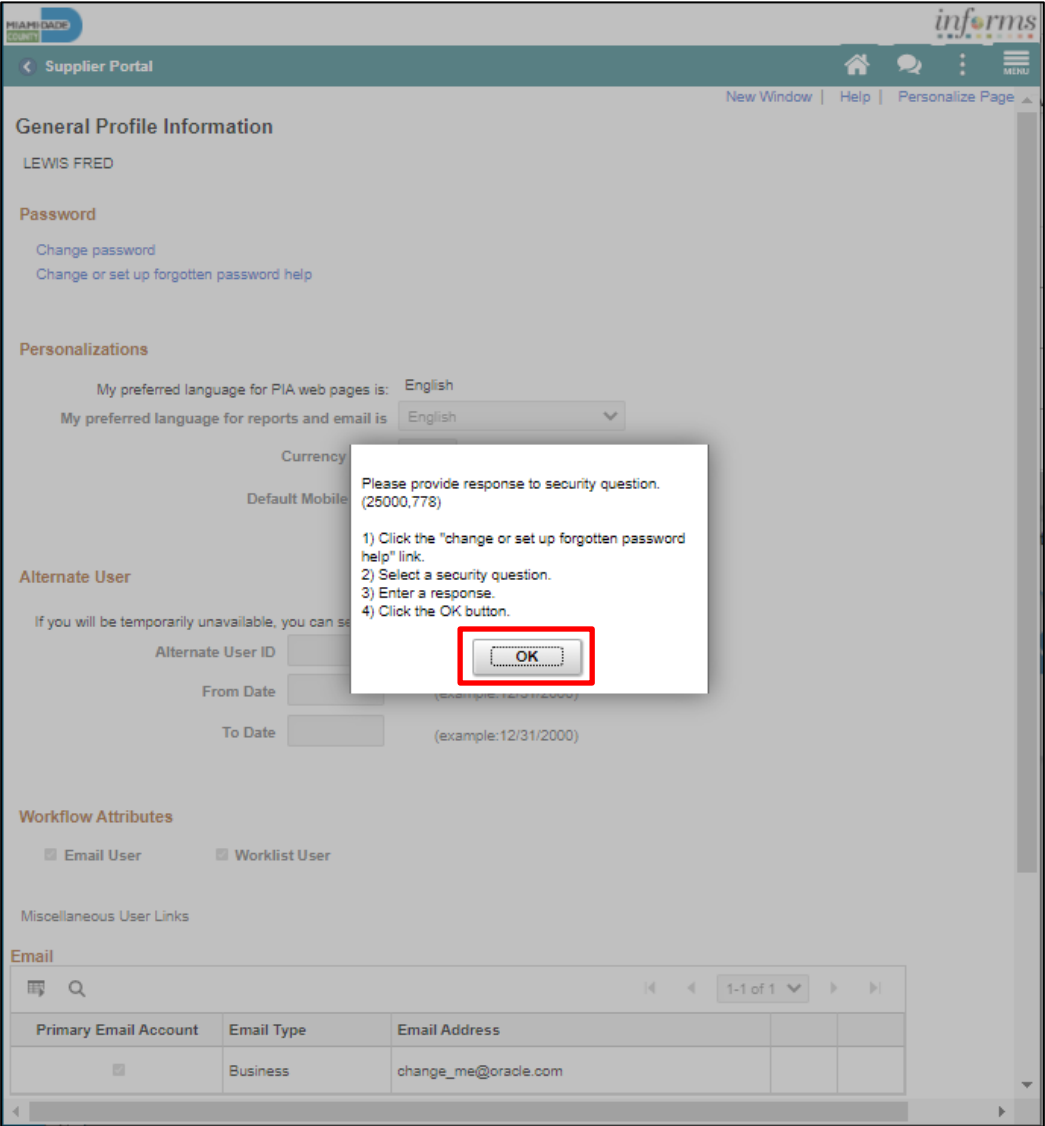
### **Purpose**

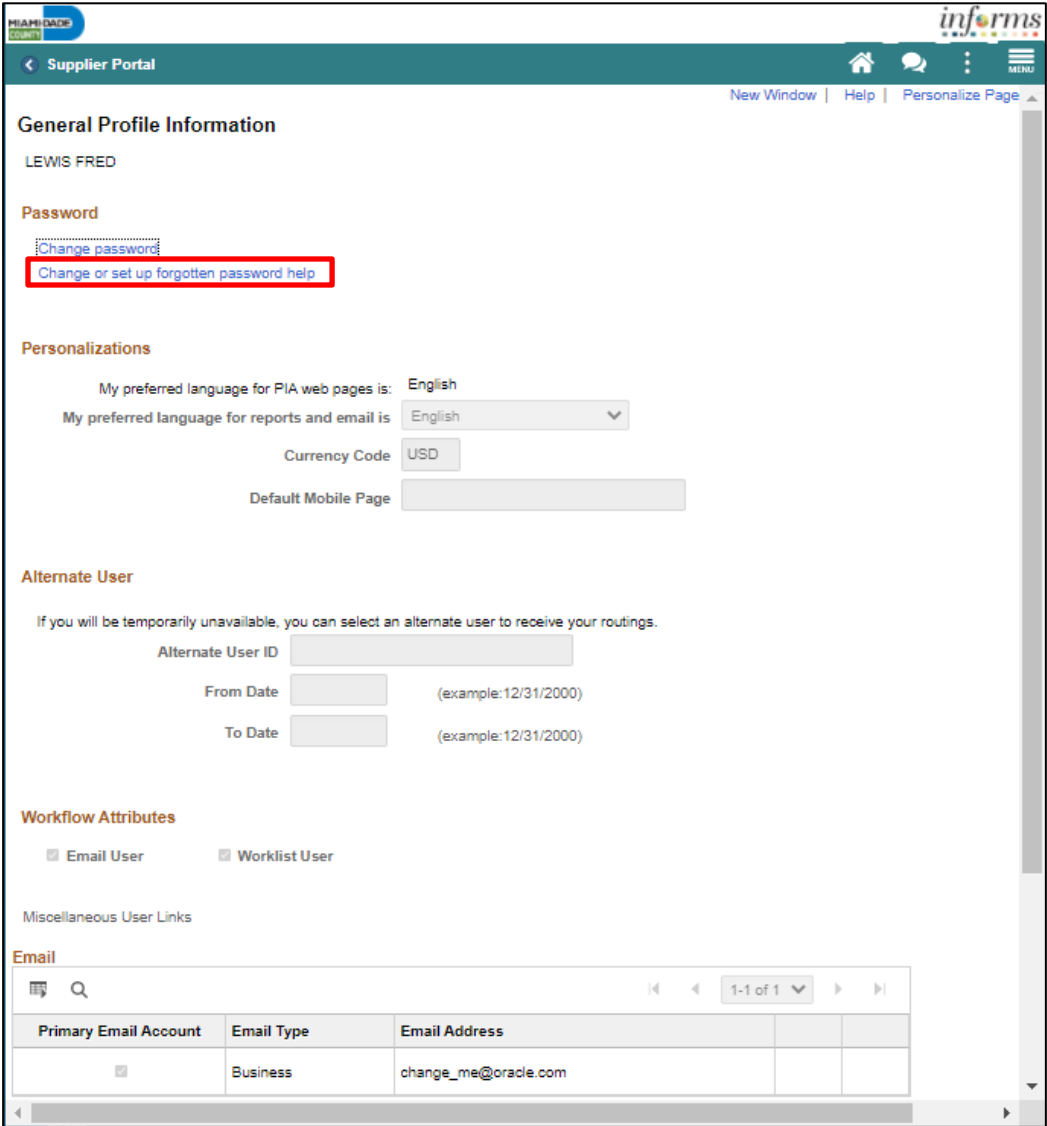
This document explains the key activities involved in bidders or suppliers setting up forgotten password security questions for the first time. It provides step-by-step procedural guidance to perform the activity.

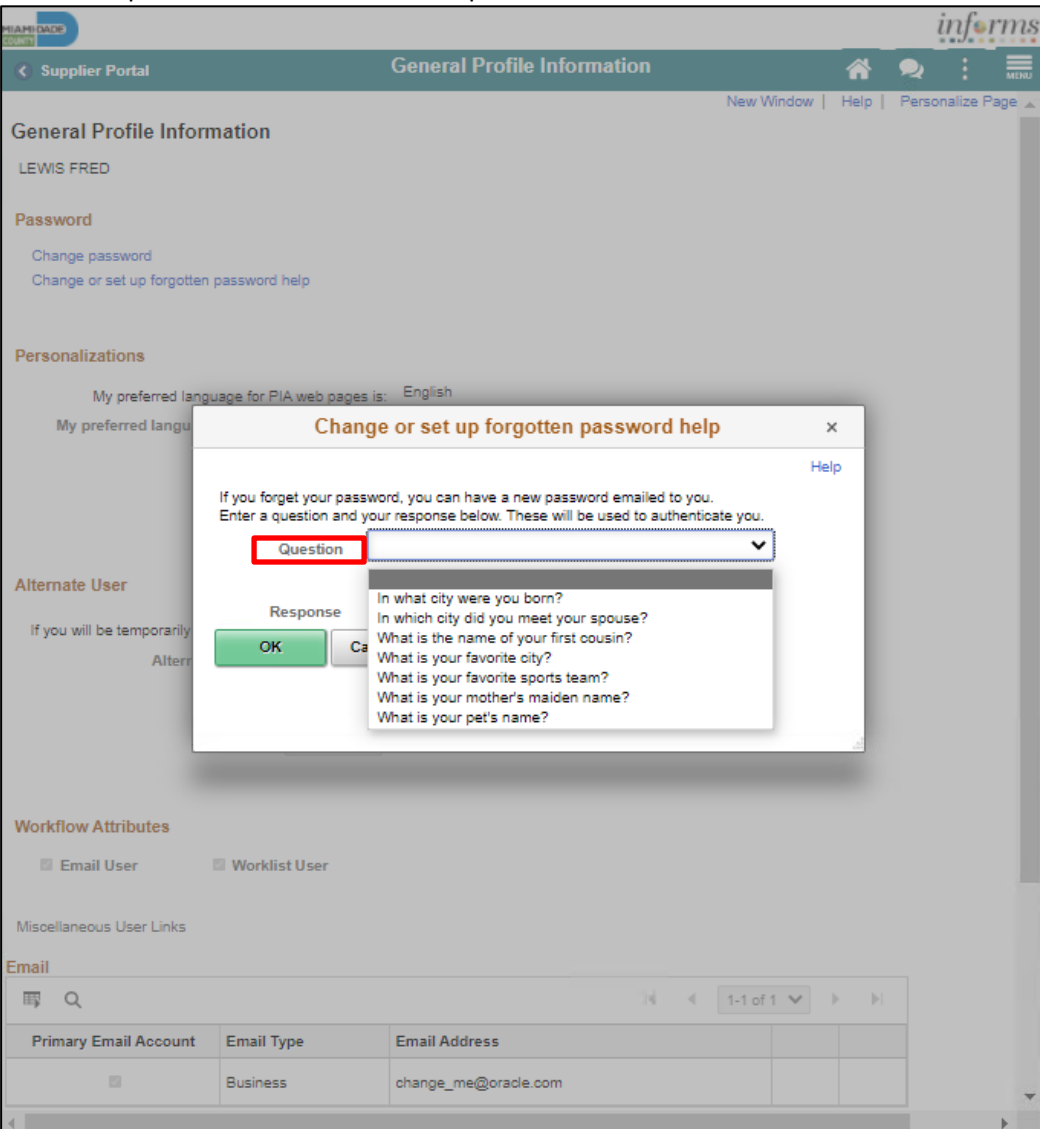
## BIDDER/SUPPLIER SET UP FORGOTTEN PASSWORD SECURITY QUESTION FOR THE FIRST TIME

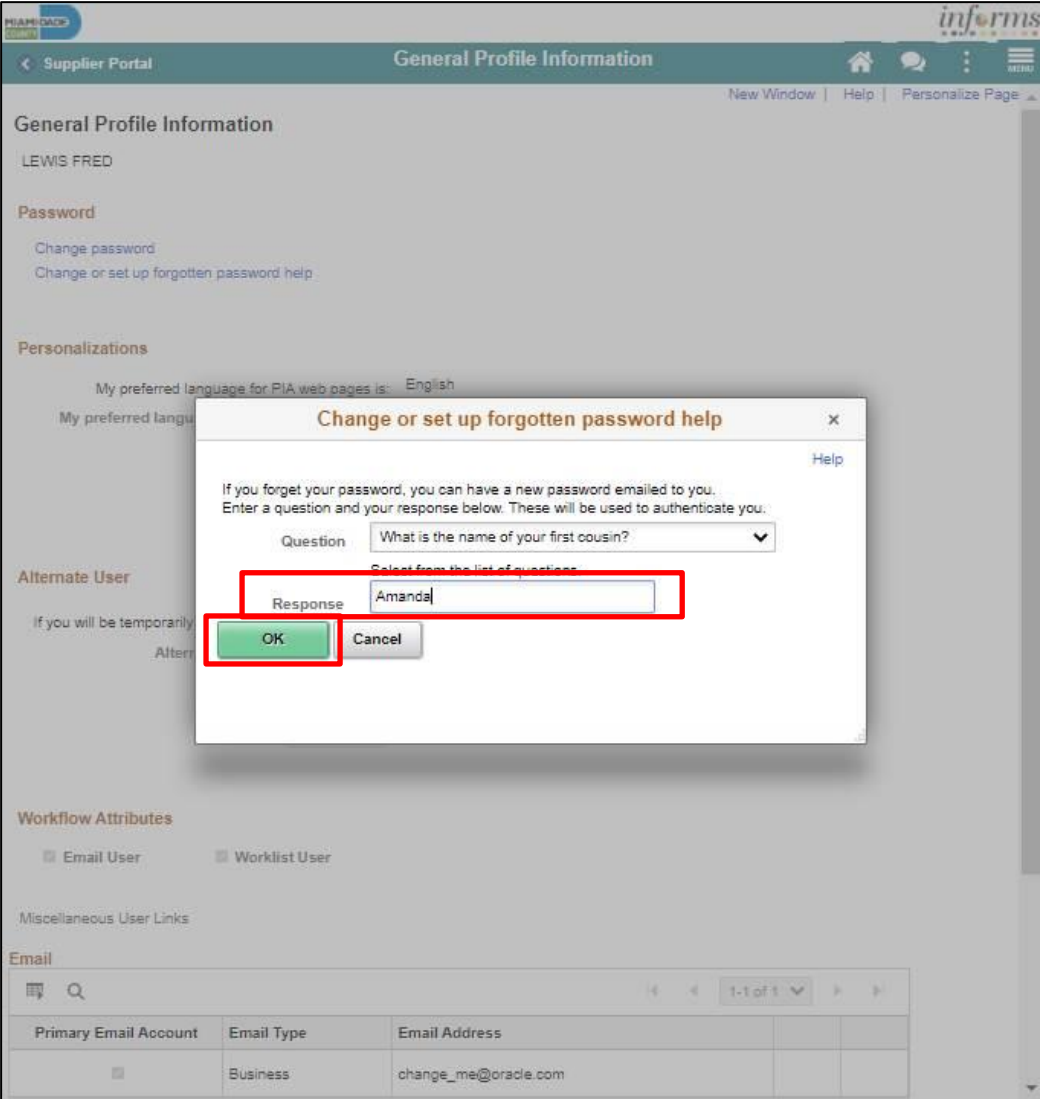
Step	Action
1.	<p>Select the <b>Sign In</b> tile.</p>  <p>The screenshot shows the 'Supplier Portal (Public)' interface. At the top, there is a header with the 'MIAMI-DADE COUNTY' logo on the left and the 'informs' logo on the right. Below the header, the main content area is divided into several sections. The 'Sign In' tile is highlighted with a red border. To its right is a 'Welcome to Supplier Portal' section with a 'Welcome Supplier Portal Guest' message and a link to 'Click here for more details.' Below the 'Sign In' tile are three more tiles: 'User Registration' with a 'View Registration Options' link, 'Bidding Opportunities' with '0 Opportunities', and 'View Awarded Contract'. At the bottom, there are two more tiles: 'Announcements' with '01 Announcements' and 'FAQs   Contact Us' with a 'Get helpful information here.' link.</p>

Step	Action
2.	<p>Enter the <b>User ID</b> and <b>Password</b>. Select the <b>Sign In</b> button.</p>  <p>The screenshot displays the 'Supplier Portal (Public)' interface. A modal window titled 'Sign In' is centered on the screen. Inside the modal, the 'User ID' field contains 'CHIN143' and the 'Password' field is masked with dots. Below the password field is an unchecked checkbox for 'Enable Screen Reader Mode' and a green 'Sign In' button. A blue link for 'Forgot Password?' is also present. At the bottom of the modal, contact information for the Vendor Outreach and Support Section is provided. The background shows the portal's main navigation area with links for Sign In, User Registration, Bidding Opportunities, View Awarded Contract, and Announcements.</p>

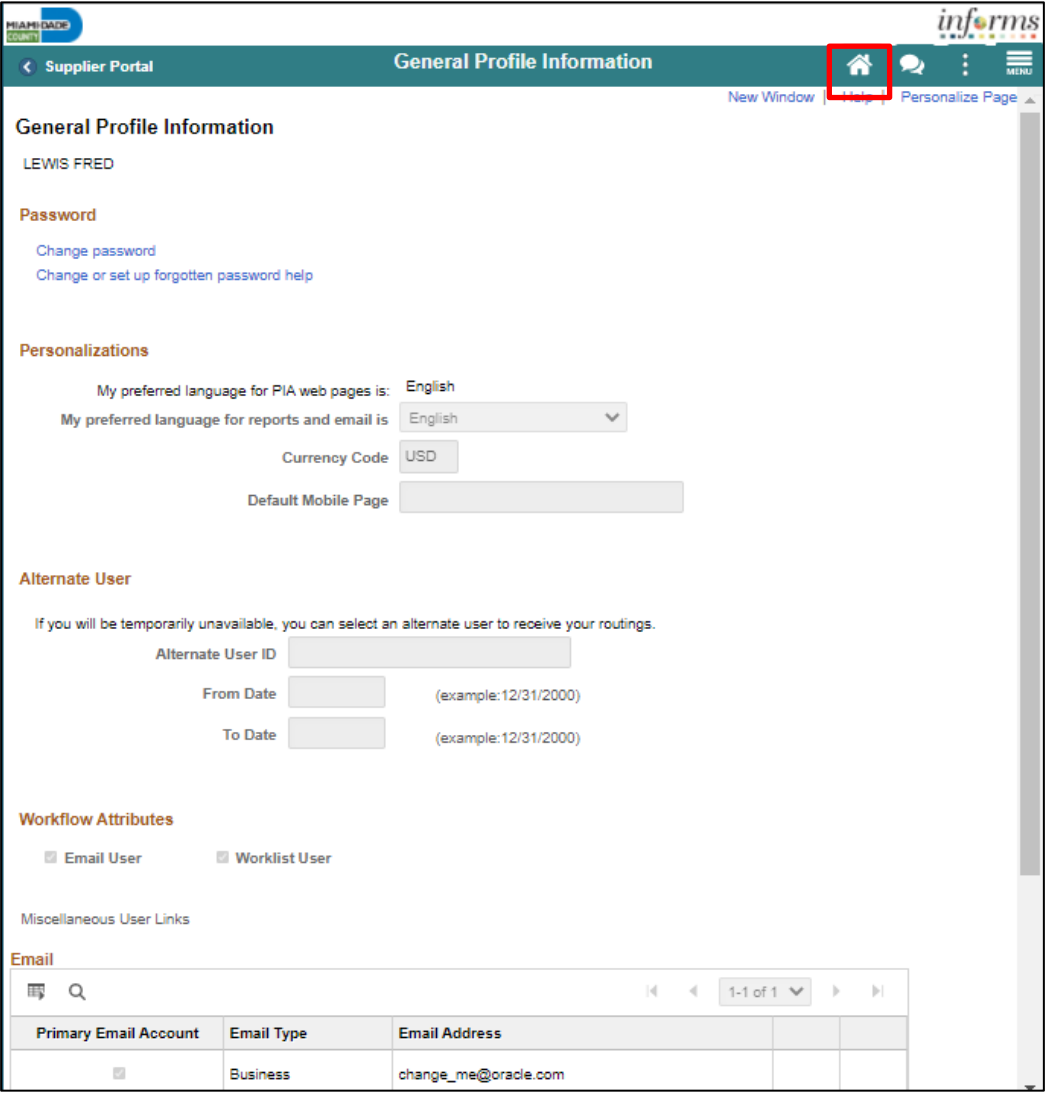
Step	Action
3.	<p>Select the <b>OK</b> button.</p> 

Step	Action						
4.	<p>Select the <b>Change or set up forgotten password help</b> link.</p>  <p>The screenshot shows the 'Supplier Portal' interface. Under the 'General Profile Information' section, there is a 'Password' subsection. Within this subsection, the link 'Change or set up forgotten password help' is highlighted with a red rectangular box. Other visible elements include the 'Change password' link, 'Personalizations' section with language and currency settings, 'Alternate User' section with ID and date fields, 'Workflow Attributes' with checkboxes for 'Email User' and 'Worklist User', and an 'Email' table at the bottom.</p> <table><thead><tr><th>Primary Email Account</th><th>Email Type</th><th>Email Address</th></tr></thead><tbody><tr><td><input checked="" type="checkbox"/></td><td>Business</td><td>change_me@oracle.com</td></tr></tbody></table>	Primary Email Account	Email Type	Email Address	<input checked="" type="checkbox"/>	Business	change_me@oracle.com
Primary Email Account	Email Type	Email Address					
<input checked="" type="checkbox"/>	Business	change_me@oracle.com					

Step	Action
5.	<p>Select an option from the <b>Question</b> dropdown.</p>  <p>The screenshot shows the INFORMS Supplier Portal interface. A modal window titled "Change or set up forgotten password help" is open in the center. Inside the modal, there is a text prompt: "If you forget your password, you can have a new password emailed to you. Enter a question and your response below. These will be used to authenticate you." Below this prompt, there is a "Question" dropdown menu, which is highlighted with a red rectangular box. To the right of the dropdown, a list of security questions is displayed: "In what city were you born?", "In which city did you meet your spouse?", "What is the name of your first cousin?", "What is your favorite city?", "What is your favorite sports team?", "What is your mother's maiden name?", and "What is your pet's name?". Below the questions, there are input fields for "Response" and "Confirm", and "OK" and "Cancel" buttons. The background page, titled "General Profile Information" for user "LEWIS FRED", includes sections for Password management, Personalizations (language set to English), Alternate User settings, Workflow Attributes (Email User and Worklist User), and an Email table. The email table has columns for Primary Email Account, Email Type, and Email Address, with one entry for "change_me@oracle.com".</p>

Step	Action
6.	<p>Enter the answer to the selected question in the <b>Response</b> field.</p> <p>Select the <b>OK</b> button.</p> <p><b>Note:</b> The system will automatically change the response to all capital letters.</p> 



Step	Action
7.	<p>Navigate <b>Home</b>.</p>  <p>The screenshot shows the 'General Profile Information' page in the INFORMS Supplier Portal. The top navigation bar includes a 'Supplier Portal' link, the page title 'General Profile Information', and a 'Home' icon highlighted with a red box. Below the navigation bar, the page content is organized into sections: 'General Profile Information' (showing the user name 'LEWIS FRED'), 'Password' (with links for 'Change password' and 'Change or set up forgotten password help'), 'Personalizations' (with dropdowns for preferred language and currency code), 'Alternate User' (with fields for alternate user ID and dates), 'Workflow Attributes' (with checkboxes for 'Email User' and 'Worklist User'), and 'Email' (with a table of email accounts). The 'Email' table has columns for 'Primary Email Account', 'Email Type', and 'Email Address', and shows one entry with a checked checkbox, 'Business' type, and 'change_me@oracle.com' address.</p>